

# YOUTH SERVICES POLICY

<b>Title:</b> Community Supervision Classification System <b>Next Annual Review Date:</b> 10/01/2013	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 10. Supervision <b>Number:</b> D.10.4
<b>Page 1 of 8</b>	
<b>References:</b> La. R.S. 15:901(E, F, G) and ACA Standards 2-7093, 2-7107, 2-7130, 2-7134, 2-7135, 2-7136, 2-7137, 2-7138, 2-7177 (Juvenile Probation and Aftercare Services), 2-CO-4B-01 (Administration of Correctional Agencies), YS Policy A.5.11 "Video Conferencing", D.9.1 "Placement of Youth in Residential Facilities" and D.10.22 "Interstate Compact for Juvenile (ICJ)"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 10/01/2012

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To set forth uniform policy and broad procedures governing the assignment of a supervision level and required contacts with youth, parents/guardians, and service providers.

## III. APPLICABILITY:

The Deputy Assistant Secretary - Community Based Services, Regional Managers, and employees of Community-Based Services (CBS).

## IV. DEFINITIONS:

**Community Based Services (CBS)** - formerly known as the Division of Youth Services. CBS includes all YS, OJJ regional offices located throughout the state.

**Continuous Quality Improvement Services (CQIS)** - the Central Office performance-based and results-driven competency and efficiency management system.

**DNP Unit (Developmental Neuropsychiatric Program)** - Inpatient psychiatric unit serving youth 13 - 17 years of age. Youth eligible for the DNP services have co-occurring disorders: a serious psychiatric disorder combined with a developmental or learning disorder.

***Individual Service Plan (ISP)*** – an individualized plan developed by the assigned PPO/J to achieve the desired results for change. The plan is accomplished through the collaborative effort of the PPO/J, youth and parent/guardian. The plan shall contain specific, measurable goals to address the risks, needs and protective factors. The SAVRY, Probation Order, psychological evaluation and other pertinent information shall be used to develop the plan. The ISP is modified throughout supervision as need areas are identified.

***Juvenile Electronic Tracking System (JETS)*** - the centralized database utilized to track all youth in OJJ custody or under OJJ supervision.

***Placing Region*** - The region from which a placement originates, usually the region where the youth's parent/guardian resides.

***Probation and Parole Officer/Juvenile (PPO/J)*** - PPO/Js assist youth and families in locating, accessing and coordinating networks of support to address needs. PPO/Js shall provide case management services in accordance with need assessments, as well as monitor, facilitate and participate in services provided while the youth is in the custody or under supervision of YS.

***Regional Offices*** - Community Based Services (CBS) field offices located throughout the state.

***Regional Managers*** - Managers of the CBS offices located throughout the state.

***Structured Assessment of Violence Risk in Youth (SAVRY)*** - the SAVRY is an evidence-based assessment designed to assist professionals in making judgments about a youth's needs for case planning. This assessment comprises 24 risk/need items which were identified in existing research on adolescent development and on delinquency and aggression in youth. Six protective factors are included in the SAVRY which have been identified by current research as potentially mitigating the risk of future violence and delinquent activity. The SAVRY utilizes a structured, professional judgment method of assessment, meaning the individual completing the assessment rates the youth on a number of evidence-based risk factors and then weighs all the information to come to a final determination that the youth is Low, Moderate or High risk for future violence and/or general reoffending.

***Supervising Region/Assigned Region*** - The region assigned to provide courtesy supervision or supervise the youth while placed in a non-secure facility.

***Supervising Officer*** - The PPO/J assigned to make contacts with the youth and facility representative while in a non-secure facility.

***Training Records Entry Completed (TREC)*** - the database used to track training hours of all YS employees.

**V. POLICY:**

It is the Deputy Secretary's policy to ensure that a classification system is utilized which:

- a. identifies each youth's risk/needs with an initial assessment tool;
- b. provides an individualized service plan to address the youth's needs;
- c. reassesses the youth's risk/needs;
- d. reviews the ISP; and
- e. utilizes agency resources in an efficient and productive manner.

**VI. PROCEDURES:**

- A. When a new case is received and a SAVRY has not previously been completed, the SAVRY Initial Supervision Level Change form shall be completed in JETS assigning the supervision level as NEW. The next review date will be 30 days from the date of disposition (or notification) for probation cases. For custody cases, the next review date will be 14 days from the date of disposition (or notification).
- B. Youth under OJJ supervision for a period of time over six (6) months shall be assigned an appropriate level of supervision based on the objective initial assessment of identified risk factors using the SAVRY. Youth under OJJ supervision for a period of time six (6) months or less shall be assigned a supervision level of Low, unless a SAVRY was previously completed and indicates otherwise. A quarterly review shall be conducted at 90 days.
- C. Upon reviewing the court orders and all pertinent information, the initial SAVRY is used to provide a rating which determines the youth's supervision level. Once the supervision level is determined, the youth and his/her parents are notified and the minimum supervision standards are explained to them.

- D. An ISP shall be developed for each youth to address the needs, risk and occasionally protective factors identified by the SAVRY. The youth and his parents shall be given the opportunity to participate in the formulation of this plan. Within 30 days of the disposition (or notification) of supervision, the ISP shall be completely developed in JETS and signed by all parties. If the disposition is supervision for a period of six (6) months or less, the Probation Order and pertinent information obtained shall be used to identify need areas in a case narrative. If the court orders a disposition of OJJ custody with a recommendation for non-secure placement, the ISP shall be completed within 14 days of the initial placement (refer to YS D.9.1, Section D.4. ). Upon completion, the signature page shall be filed in Section III of the case record.
- E. The SAVRY shall be completed for reassessments by the assigned PPO/J:
  - 1) Every six (6) months for youth under OJJ supervision (probation or parole) or in a non-secure placement;
  - 2) Within 30 days of a new/additional adjudication, when the disposition continues probation or extends probation, if the SAVRY has not been completed in the past 90 days;
  - 3) Within 14 days of a new/additional adjudication when the disposition is custody; and
  - 4) When a major change occurs.
- F. Services are provided based on the youth's risk, needs and performance and should support the need for increased or decreased supervision. All efforts shall be made to provide appropriate services to the youth when needed, and interventions shall be imposed when there is noncompliance with supervision. The assigned PPO/J shall document in case narratives in JETS all attempts to provide services, monitor youth at an appropriate level of supervision, and when needed, impose sanctions prior to revocation of probation. Any change in level shall be documented on the SAVRY Supervision Level Change form or the SAVRY form, and in the Review History section of the ISP in JETS.
- G. Each Regional Office shall develop a Service Referral Matrix which lists services and community-based programs. The Inventory of Community Based Programs/Service Referral Matrix shall be utilized as a resource to select the appropriate service(s) and shall be revised when changes occur.

- H. Once a youth is placed in a secure facility, the PPO/J assigned to the case will participate in the development of the Reintegration/Transition Plan created in JETS by the secure care manager. In some cases, the youth may be located in a secure care facility that is not in the same region as his assigned PPO/J; therefore, participation shall be made via video conferencing in order to reduce the need for extensive travel. (refer to YS Policy A.5.11)

A copy of the signature page shall be filed in Section 3 of the youth's case record in the regional office.

- I. When a case is reassessed, the ISP shall be reviewed to determine if it is still appropriate. The plan shall be modified if there is significant change in any area of the youth's behavior, need areas or changes in legal status. The youth and parent/guardian shall be given the opportunity to participate in any revisions made to the plan. The youth and parent shall be notified of the changes and notification shall be documented in a case narrative. If a copy of the ISP is requested by the youth and /or parent, a copy of the revised plan shall be provided to them. The date of the quarterly assessment shall be documented in the Review History Dates/Supervision Level section of the ISP and in a case narrative by the PPO/J and his/her supervisor. A SAVRY Quarterly Review Form shall be completed in JETS to document the review.

**J. Levels of Supervision:**

- High - highest level of supervision
- Moderate - intermediate level of supervision
- Low - lowest level of supervision
- New - new cases prior to the completion of the SAVRY
- PL 1 - non-secure cases assigned in region of origin
- PL 2 - non-secure case that originated in another region or non-secure cases assigned to a facility outside of the region of origin
- Runaway - absent client or absconder

Informal Adjustment Agreement (IAA) and Deferred Dispositional Agreement (DDA) cases do not require a PDI, Social History, SAVRY or ISP. IAA and DDA cases will be monitored under the Low level of supervision or as recommended/ordered by the court. The SAVRY Initial Supervision Level form shall be completed in JETS identifying the youth's level of supervision as Low level. The next review date will be the youth's full term date.

Interstate Compact for Juveniles (ICJ) - If a youth moves out of state prior to the completion of the SAVRY, the SAVRY Initial Supervision Level form shall be completed in JETS assigning the Low level of supervision and a SAVRY Quarterly Review form shall be completed every three months. The SAVRY form will not be completed. Quarterly progress reports received from the supervising state shall be filed in the youth's case record. Youth who are from another state and transfer to Louisiana through ICJ shall be assessed using the SAVRY. If a social history and other information are available, it is not necessary to complete another. If all information needed to accurately complete the SAVRY is not available, additional information should be gathered from the youth and parent (refer to YS Policy D.10.22).

Dual supervision cases, where a youth is on probation through a local parish probation office and we are only responsible for monitoring the youth in a contract program, shall be opened in JETS. A skeleton file shall be maintained which shall contain the JETS Master, legal documents and progress reports received. OJJ's responsibility is to monitor attendance in a day treatment program and compliance with Trackers or EMP programs. The community based programs will be informed to contact the local parish probation office if there are any problems/concerns with a youth under dual supervision.

Youth under supervision who are in an adult jail - the assigned PPO/J shall call the jail once per month to confirm the youth is still incarcerated. A face-to-face contact is not required.

Youth under supervision in a non-contractual residential program, such as the DNP unit or halfway house or private placement - one face-to-face contact or phone contact (when allowed by the program) with the youth per month is required along with one collateral contact with facility staff. If it is determined that face-to-face contacts are warranted and the youth is placed out of region, the case shall be transferred for courtesy supervision. If the contact with the youth will be made by phone, the region of origin will continue to supervise the youth.

**K. Custody Cases:**

Youth who are assigned to OJJ custody and living at home pending secure, non-secure placement, or at home in custody during the reintegration phase of the short term secure program, shall be supervised according to the supervision level determined by the SAVRY.

If a change in supervision level is required, the SAVRY Supervision Level Change form shall be completed in JETS. The next scheduled review date will remain the same. If a youth is placed in the custody of OJJ for 30 days or less, a SAVRY is not required.

Youth who have been placed in custody and have been assigned to a non-secure residential program (including a shelter, a state psychiatric hospital, or a substance abuse treatment center) shall be contacted face-to-face at least once a month by the supervising PPO/J. Monthly collateral contacts will be made with the facility staff. Monthly face-to-face contacts shall be made with their parent(s) by the placing region. The SAVRY assessment will be completed by the placing PPO/J.

The supervision level shall be Placement 1 (PL1) for cases placed within the placing region of origin, or Placement 2 (PL2) for cases placed outside of the assigned region of origin. The SAVRY Supervision Level Change form shall be completed in JETS to change the supervision level to PL1 or PL2.

The supervision levels of PL1 and PL2 shall not be used for youth in nonresidential programs, such as day treatment programs, or who receive in-home services.

**L. Parole Cases:**

The appropriate supervision level will be assigned based on the results of the SAVRY.

A youth can only be moved from the High level directly to the Low level of supervision with authorization from the Regional Manager.

If the youth refuses to comply with his/her supervision, the case shall be staffed for services, intervention, contempt of court or a revocation hearing.

**M. Supervision Levels - Non-Secure Placement Cases**

**PLACEMENT 1** - youth placed in a residential facility within the region where the parent/permanent plan resides.

**PLACEMENT 2** - youth placed in a residential facility outside the region where the parent/permanent plan resides.

Contacts shall be made at the parent/guardian's home when at all possible. If contact is not made at the home, reasons shall be documented in a JETS case narrative.

**RUNAWAY** - The SAVRY Supervision Level Change form shall be completed in JETS to place youth on the Runaway level of supervision. The next scheduled review date will remain the same. If the youth remains on runaway at the time a SAVRY is due, the SAVRY Quarterly Review form shall be completed identifying the youth's supervision level as Runaway. Once the youth is apprehended, a SAVRY shall be completed.

Youth assigned to a secure facility shall be contacted when possible. The youth's assigned PPO/J shall, when possible, make monthly face-to-face contacts with the youth to assess the needs of the youth and plan for reintegration. In some cases, the youth may be located in a secure care facility that is not in the same region as his assigned PPO/J; therefore, monthly contacts shall be made via video conferencing in order to reduce the need for extensive travel. (refer to YS Policy A.5.11).

Monthly contacts via video conferencing shall be documented in JETS within five (5) working days. The facility shall be contacted when possible. The parent shall be contacted monthly.

**Previous Regulation/Policy Number:** D.10.4

**Previous Effective Date:** 03/18/2011



**Attachments/References:** [D.10.4\(a\) - Levels of Supervision Chart 2011.docx](#)